

For information on becoming a Medical Assistant, see [Sources of additional information](#) within this brochure.

For information on youth employment opportunities, contact a career counselor at your high school or employment counselor or job and information center coordinator at your local NH Employment Security Office.

Berlin (752-5500)

[151 Pleasant St., PO Box 159, 03570-0159](#)

Claremont (543-3111)

[404 Washington St., PO Box 180, 03743-0180](#)

Concord (228-4100)

[10 West St., PO Box 1140, 03302 - 1140](#)

Conway (447-5924)

[518 White Mountain Highway, 03818-4205](#)

Keene (352-1904)

[109 Key Rd., 03431-3926](#)

Laconia (524-3960)

[426 Union Ave., PO Box 760, 03246-2894](#)

Lebanon (448-6340)

[85 Mechanic St., Ste.4, 03766-1506](#)

Littleton (444-2971)

[646 Union St., Ste.100, 03561-5314](#)

Manchester (627-7841)

[300 Hanover St., 03104-4957](#)

Nashua (882-5177)

[6 Townsend St., 03060-3285](#)

Portsmouth (436-3702)

[2000 Lafayette Rd., 03801-5673](#)

Salem (893-9185)

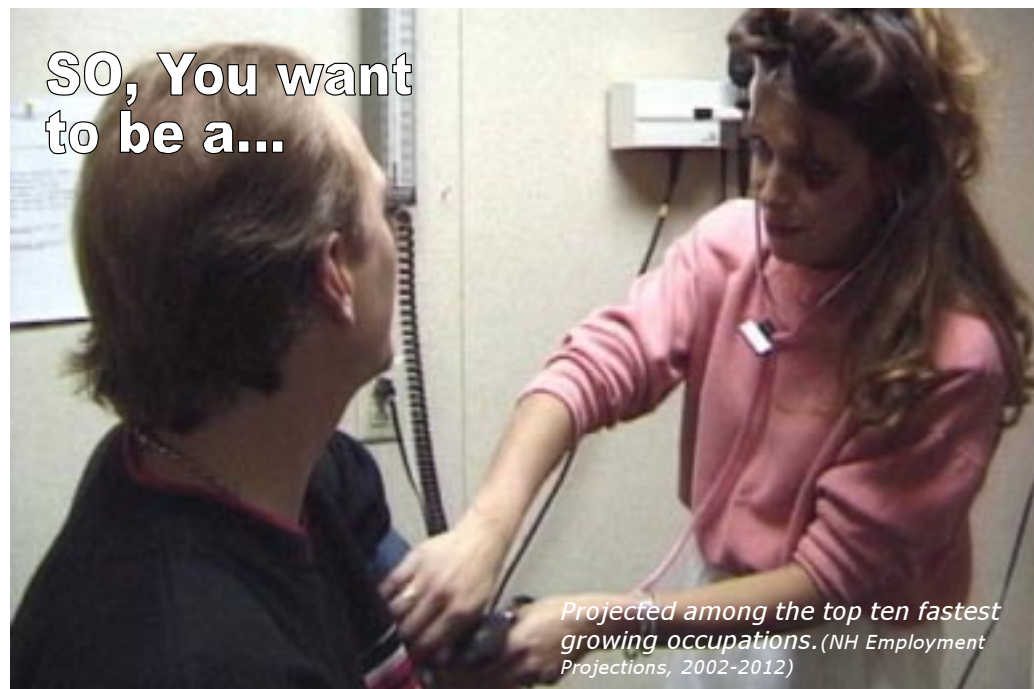
[29 South Broadway, 03029-3026](#)

Somersworth (742-3600)

[243 Rt.108, 03878-1512](#)

NHCRN
New Hampshire Career Resource Network
Employment SECURITY Rick Ricker (603) 229-4489 www.nhes.state.nh.us/elmi/nhcrn/index.htm

SO, You want
to be a...



Projected among the top ten fastest growing occupations. (NH Employment Projections, 2002-2012)

Health Science Medical Assistant



New Hampshire

Here are
a few things
you should know.

You'll want to know a few things about this career.

Avg Hrly Wage:
\$12.73

Expected Growth Rate*:
68%

Avg Annual Openings:
91

Training/Educ Needed:
On-the-Job, Apprenticeship, or Military Training

Job prospects best for those with formal training or experience. See Medical Assistant

Programs available in NH at www.nhes.state.nh.us, (NHNetwork)

Basic Skills: Reading, listening, writing, speaking, science.

Job Skills: Customer service, speaking, calm manner, manual dexterity, visual acuity (OOH) (Also: Service orientation, writing, active listening, speaking, information organization, social perceptiveness, information gathering.)

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SO, You want to be a...

Medical Assistant

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TASKS

1. Prepares treatment rooms for examination of patients.
2. Cleans and sterilizes instruments.
3. Computes and mails monthly statements to patients and records transactions.
4. Contacts medical facility or department to schedule patients for tests.
5. Performs routine laboratory tests.
6. Gives injections or treatments to patients.
7. Receives payment for bills.
8. Operates x ray, electrocardiograph (EKG), and other equipment to administer routine diagnostic tests.
9. Gives physiotherapy treatments, such as diathermy, galvanics, and hydrotherapy.
10. Completes insurance forms.

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Interests (Holland Code):
SRE
(Social, Realistic, Enterprising)

Interest Area:
Medical and Health Services
Working Conditions: Comfortable well-lit clean environment.

Avg Work Week:
40hrs (Some work part time evenings and weekends.)

Sources of additional info: NH Employment Security (Contact office nearest you or go online to www.nhes.state.nh.us).

American Association of Medical Assistants, 20 No. Wacker Dr., Suite 1575, Chicago, IL 60606 (www.aama-ntl.org).

Registered Medical Assistants of American Medical Technologists, 710 Higgins Rd., Park Ridge, IL 60068 (www.amt1.com)

Accrediting Bureau of Health Education Schools, 803 West Broad St., Suite 730, Falls Church, VA 22046 (www.abhes.org).

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